

STATE OF CALIFORNIA CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD  
Base Year Modification Request Certification

Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board  
Office of Local Assistance  
1001 I Street, (MS-25)  
PO Box 4025  
Sacramento, CA 95812-4025

General Instructions:

Please select the ONE choice below that best explains your request to the Board.

- 1. Use a recent generation-based study to calculate our current reporting year generation amount, but not officially change our existing Board-approved base year.
- 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative by calling (916) 341-6199.

Section 1: Jurisdiction Information and Certification			
All respondents must complete this section.			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name		County	
Portola Valley		San Mateo	
Authorized Signature		Title	
<i>Angela Howard</i>		Town Administrator	
Type/Print Name of Person Signing	Date	Phone ( ) Include Area Code	
Angela Howard	March 4, 2002	(650) 851-1700 ext 15	
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address		City	State ZIP Code
E-Mail Address			

**Section II: Information for New Generation-Based Study**

**Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved base-year:</b>	<b>2. Proposed new generation-based study year:</b>
<b>1991</b>	<b>1999</b>

**3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:**

In light on the negative aspect of the State's calculated diversion rate, the Town of Portola Valley has undertaken a Solid Waste Generation Study. The Town is forced to use the disposal tonnage figure from the State default numbers, because there are no other numbers available. For further details, please see the attached Solid Waste Generation Study.

**4. Enter your diversion rates below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. -43 %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 32 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<b>6</b>	<b>For new generation based study pounds/person/day based on generation</b>	<b>13</b>
<b>Residential generation 48 %</b>	<b>Non-Residential generation 52 %</b>	<b>Residential generation 48 %</b>	<b>Non-Residential generation 52 %</b>
<b>Population existing generation-based study</b>	<b>4160</b>	<b>Population new generation-based study</b>	<b>4600</b>

**5. If there is an increase between 4a and 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide examples, e.g. change in jurisdiction's demographics.**

In light of the negative aspect of the State's calculated diversion rate, the Town of Portola Valley has undertaken a Solid Waste Generation Study. The Town is forced to use the disposal tonnage figure from the State default numbers, because there are no other numbers available. The Town identified all of the diversion tonnages it could identify. The Town has made significant progress in implementing its planned programs since its SRRE was prepared. The Town expanded its curbside collection program to include all recyclable paper and beverage containers and used motor oil.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

Portola Valley has had problems with accurate data collection and analysis. We believe that the base year data for self-hauled materials is grossly understated and the landfill operator is inaccurately stating the current reporting year disposal data. Town is working with San Mateo County and the landfill operator to resolve these issues. In addition, the Town has implemented new programs such as: expansion of curbside recycling, yard waste pick-up/composting programs, C&D Ordinance mandating the recycling/reuse of seventy percent of materials generated from building projects in Town, and Debris Box Franchising, that requires the same seventy percent diversion as C&D ordinance.

**7. Disposal Tonnage: (enter values)**

	1535 <b>Residential</b>	6014 <b>Non-Residential</b>	7549 <b>Total</b>
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Please select the **ONE** choice below that best explains your disposal data and complete the required tables.

a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.ciwmb.ca.gov/lgcentral/forms/rytnmrdq.doc>)

c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.ciwmb.ca.gov/lgcentral/forms/rytnmrdq.doc>)

**8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. (Note: the Board expects the jurisdictions to be able to provide all back-up documentation, if requested.) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes [i.e., agricultural wastes, inert solids (e.g. concrete, asphalt, dirt, etc.), white goods, and scrap metal], please identify those programs/waste types and fill out section 11. Note: Restricted waste material should not be extrapolated in non-residential waste audits. Please mark as attachment 8 all copies of survey forms.**

\* Please provide detailed non-residential waste audit information in Section

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwmb.ca.gov/LGCcentral/PARIS/Codes/Reduce.htm">http://www.ciwmb.ca.gov/LGCcentral/PARIS/Codes/Reduce.htm</a> <b>Residential Activities:</b> Source Reduction							
Backyard composting		73	73				Survey of 41 residents. Environmental Planning Consultant (EPC).
Grasscycling		362	362	0.7%		Appendix J-1 of CIWMB Diversion Study Guide (DSG) conversion factor 350 pounds per 1000 sq ft.	Survey of 41 residents. EPC.

**Other residential source reduction (list each program separately)**

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
Thrift Store		41	41	0.4%		Residents were asked to estimate the quantities of material they donated within the last year. EPC weighed bags and boxes of donated items. Paper bag full=7.5 pounds. Plastic garbage bag full=15 pounds. Box full=20 pounds. For larger items, we used Appendix J-1 of DSG.	Survey of 41 residents. EPC.

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A-B)/Total Generation	Specific material types (List programs with multiple materials together)	Specific conversion factor used (if any) and source	Type of record and location of record
Shopping bags reuse <small>Please use the Board's program types. The program type glossary is online at <a href="http://www.chwmb.ca.gov/LC-Central/PARIS/Codes/Reduce.htm">http://www.chwmb.ca.gov/LC-Central/PARIS/Codes/Reduce.htm</a></small>	(A)	(B)	(A+B)			EPC weighed standard sized grocery bags and found that there were 8 per pound, or 0.125 pound each. Assumed that those bringing acanvas bag avoided taking a paper bag.	Survey of 41 residents. EPC
Garage sales		5	5	0.0%		Residents were asked to estimate the quantities of material they sold within the last year. EPC weighed bags and boxes of items. Paper bag full=7.5 pounds. Plastic garbage bag full=15 pounds. Bos full=20 pounds. For larger items, we used Appendix J-1 of DSG.	Survey of 41 residents. EPC
Enter program name		31	31	0.3%			
Enter program name							
<b>Subtotal Res. Source Reduction</b>	<b>0</b>	<b>512</b>	<b>512</b>				
<b>Recycling</b>							
Curbside Recycling	743	N/A	743	6.7%			Waste and recycling hauler records
Buyback centers	72	N/A	72	0.7%			DOC records
Drop-off centers		N/A					
<b>Other residential recycling (list each program separately)</b>							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Residential Recycling</b>	<b>815</b>		<b>815</b>				

Diversion Activity	Actual tons (A)	Estimated or extrapolated tons (B)	Total tons (A+B)	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
<b>Composting</b>							
Green waste drop-off		N/A					Waste hauler records
Curbside green waste	118	N/A	118	1.1%			
Christmas Tree program		N/A					
<b>Other residential composting (list each program separately)</b>							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Residential</b>	118		118	1.1%			
<b>Composting Subtotal Residential</b>	933	512	1445				
<b>Diversion</b>							
<b>Non-Residential Activities:</b>							
<b>Source Reduction</b>							
Non-residential Waste Audits*	175		174.5	1.6%		See Section 9	
<b>Other non-residential source reduction (list each program separately)</b>							
C&D	3	N/A	2.5	0.0%			Survey of nine contractors
Town's Offices	44						Survey of Town staff activities
Enter program name		N/A	43.9	0.4%			
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Non-Residential Source Reduction</b>	221		220.9	2.0%			
<b>Recycling</b>							
Non-residential Waste Audits*	28		28.2	0.3%		See Section 9	
<b>Other non-residential recycling (list each program separately)</b>							
C&D	102	N/A	102.4	0.9%			Survey of nine contractors
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Non-Residential Recycling</b>	131		130.6	1.2%			

Diversion Activity	Actual tons (A)	Estimated or extrapolated tons (B)	Total tons (A+B)	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s)  (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
<p>Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm">http://www.ciwmb.ca.gov/LGCentral/PARIS/Codes/Reduce.htm</a></p>							

Composting							
Non-residential Waste Audits	1082		1081.5	9.8%		See Section 9	

Other non-residential composting (list each program separately)							
Landscapers	115	N/A					EPC surveyed landscapers that provide service in Town
		N/A	114.7	1.0%			
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
<b>Subtotal Non-Residential Composting</b>	<b>1196</b>		<b>1196.2</b>	<b>10.8%</b>			
<b>Subtotal Non-Residential Diversion</b>	<b>1548</b>	<b>0</b>	<b>1547.7</b>	<b>14.0%</b>			
<b>Residential/Non-residential Diversion Activities</b>							
ADC	499	N/A	498.9	4.5%			CIWMB's DRS records
Sludge		N/A					
Scrap metal		N/A					
Construction and demolition		N/A					
Landfill salvage		N/A					
<b>Subtotal Residential/Non-Residential Diversion</b>	<b>499</b>		<b>613.6</b>	<b>5.6%</b>			
<b>Total Diversion Tons</b>	<b>2980</b>	<b>512</b>	<b>3491.6</b>	<b>32%</b>			
<b>Total Disposal Tons from Sec.7</b>	<b>7549</b>		<b>7549</b>				
<b>Total Generation (Div+Dis)</b>	<b>10529</b>	<b>512</b>	<b>11040.6</b>				

9. Specific Non-Residential Sector Waste Audits – Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately. Audit reference number ties to your audit sheets. (Form will perform all calculations).  
Include attachment, marked attachment 9, which includes a summary of all the generators surveyed and all extrapolation calculations used to estimate the diversion rate:

- Include for each generator (use type of generator in lieu of specific generator name, e.g. grocery store) each specific diversion activity and material type (e.g. cardboard recycling) and the associated tonnage for each diversion activity/material type.
- If using number of employees for your extrapolation method, include this information for each generator surveyed.
- Please order the non-residential generators, largest to smallest, based on total diversion tons.
- Also, summary should include the generators that were selected to be surveyed, but did not respond to the survey and the number of employees at each generator.
- As a comparison between disposal from the waste audits and DRS, the disposal for each generator must be included in the summary. Also, you should note if the disposal is being used for the extrapolation calculation. For each non-residential generator, the disposal must be broken out by cubic yard, and roll-off or compactor weights. If disposal was estimated for either disposal-based or employment-based extrapolation methods, please include conversion factor(s) for disposal and source for conversion factor(s). Please provide an explanation as to how the conversion factor(s) is (are) appropriate for your jurisdiction, e.g. study was conducted to determine average weights using hauler weight tickets, etc.

Type of Non-residential Generator	Audit Reference Number	Specific Diversion Activities include material type (e.g. paper recycling, grasscycling) (List activities on one line)	Number of Employees	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other _____
Stable	3	Horse Manure composting							EPC survey of businesses
Stable	4	Horse Manure composting				689	688.83	6.2%	
Grocery Store	5	wood pallet source reduction, rendering			6	385	385.4	3.5%	
School	6	Grasscycling		48		1	54.2	0.5%	
Church	7	Book donations		50			50.02	0.5%	
Retail	8	Pallet source reduction		20			20.07	0.2%	
Hotel	9	Glass bottle recycling		19	18		19.06	0.2%	
School	10	Grasscycling		9			9.49	0.1%	
Professional Services	11	Composting		1	6	5	12.34	0.1%	
Winery	12	Pallet source reduction		5	0	1	6.05	0.1%	
<b>Totals</b>				<b>153</b>	<b>30</b>	<b>1080</b>	<b>1264</b>		

Summarize the non-residential diversion activities quantification methodology and applicable conversion factors.

11. For each restricted waste type [(i.e. agricultural waste, inert solids (e.g. concrete, asphalt, dirt, etc.), scrap metals and white goods (PRC Section 41781.2)] and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table:

(Note: program name refers to one specific diversion program for that waste type, for example diversion conducted by City Public Waste Dept.)

Restricted Waste Type	Specific Program name	Year started	Tonnage
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 11b, provide the following documentation: (Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 11b for that waste type and program. Instead

please provide date of Board approval of previous submitted information.) \_\_\_\_\_ (Date)

If documentation is not available, go to 11d.

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (Note: this criterion is applicable to the entire jurisdiction, not to individual programs [PRC Sec. 41781.2 (c) (2)]).
- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 11b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 11b is not available, please complete the table below for each program claimed. (Note: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)

Restricted Waste Type	Specific Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				

1	A	B	C	D	E	F	G	H	WASTE PREVENTION					
									I	J	K	L	M	N
1	Portola Valley Non-Residential Diversion Survey Results		# FT Staff	SR	RE	CO	Total Tons	% of Total prevented by	paper	paper	pages	disposable	paper plates	paper bowls
2	Stable		0.03			688.83	688.83	6.24%			0.025			
3	Stable					385.40	385.40	3.49%						
4	Garage Store		48.35	5.85		54.20	54.20	0.49%						
5	School		60	49.51		50.02	50.02	0.45%	0.37	0.18		0.063		
6	Church		20.07	19.06		20.07	20.07	0.18%				0.0125		
7	Retail					19.06	19.06	0.17%						
8	Hotel				18.05		18.05	0.16%						
9	School		85	9.49		9.49	9.49	0.09%	0.002	0.255		0.0425		
10	Professional Services			1.29		5.20	6.49	0.06%						
11	Professional Services			5.24	0.30		5.54	0.05%						
12	Winery			4.78	0.20		4.98	0.05%						
13	Professional Services		25	3.69	1.20		4.89	0.04%		0.075	0.125	0.0325		
14	Professional Services			3.88			3.88	0.04%						
15	Church			1.25		1.33	2.58	0.02%						
16	Nursery			2.40			2.40	0.02%	0.001825					
17	Retail			1.53			1.53	0.01%						
18	Laundry			0.65	0.38		1.03	0.01%						0.65
19	Restaurant			0.92			0.92	0.01%						
20	Bank			0.75			0.75	0.01%						
21	Veterinarian			0.44	0.30		0.74	0.01%				0.365		
22	Health Club			0.65			0.65	0.01%						
23	Automotive Services			0.54			0.54	0.00%						
24	Retail			0.24	0.23		0.47	0.00%						
25	Retail			0.47			0.47	0.00%				0.325		
26	Automotive Services			0.36			0.36	0.00%						
27	Real Estate			0.34			0.34	0.00%						
28	Nursery			0.17		0.30	0.30	0.00%						
29	Professional Services			0.17			0.17	0.00%			0.0039			
30	Medical Offices		10	0.06		0.00	0.06	0.00%		0.03		0.013		
31	Government			0.06			0.06	0.00%						
32	Professional Services			0.00			0.00	0.00%						
33	School													
34	Government													
35	Veterinarian													
36	Medical Offices													
37														
39		TOTAL WEIGHT (TPY)	174	28		1082	1284		0.37	0.54	0.48	0.53	0.65	0
40									0.01	0.01	0.01	0.042	0.05	0.05
42				SR	RE	CO	Total							
43		DIVERSION, Non-Residential		174.5	28.2	1081.5	1284.2							
44		DIVERSION, Residential		512	743	118	1,373							
45		RECYCLING, DOC Beverage Containers			72		72							
46		DIVERSION, Landscapers				115	115							
47		DIVERSION, Town Government		43.88			44							
48		DIVERSION, Town C&D Permits		105			105							
49		DIVERSION, ADG					499							
50		TOTAL DIVERSION		730	843	1,314	3,492	32%						
52		TOTAL DISPOSAL					7,549	68%						
54		TOTAL GENERATED					11,041				22081553	4550	4853,088622	13,29613321
56		% DIVERSION		6.6%	7.6%	11.9%								

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO		
	disposable utensils	paper towels	DONATIONS		whectic chairs	walkers	computer systems	computer monitors	computer printers	damaged goods	groceries (bags)	clothing (# boxes)	clothing (cu-yd)	hardback books	paperback books	pews, hardwood	misc. (lbs./yr.)	REPAIRS	computer monitors	computer printers	microfic toner	REUSE	magazines returned to	wood pallets returned to	plastic pallets returned to	plastic trays returned to	cardboard boxes		
1																													
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10				0.15	0.90																								
11																													
12																													
13																		0.39	0.225	0.0375									
14						0.075	0.03	0.078	0.09	0.075		0.6	0.9																
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39	0	1.12	0.15	0.90	0.08	0.03	0.08	0.09	0.08	0.36	0.00	2.18	3.60	19	1	3	0	0.39	0.23	0.04	0	0	1.29	58.08	6.24	3.26	0.00		
40	0.02	0.1	25	150	25	10	26	30	25	15	7.5	20	225	1.87	1.08	200	26	30	25	200	2.5	0.33	40	40	1	2.2			
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	plastic	hardback books	paperback (soft) books	small cardboard	medium cardboard	large cardboard	old towels / 27" x	# 1-gal planter	# 5-gal planter	# 15-gal planter	plastic bottles	Shredded paper	Area of grassy/old	Other recycled	Compost	# horses	Grease Collection	Bones & Fat	Glass bottles (cu-yd/yr)	Plastic Beverage	Aluminum Beverage	Newspaper (15' high)	Mixed Paper	Paper picked up
1																								
2	pharmaceut	books																						
3																								
4																								
5	0.858				5.28								45.72	0.47	0.5			5.85						
6													0.5											
7																								
8											0.21													
9																								
10					0.99								6.4	0.564	5.2		2.1		16					
11								0.175	0.4	0.15														
12												0.20												0.3
13														0.0564										
14					0.99									2.444										1.2
15																								
16																								
17	2.288				0.1144										1.3									
18																								
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23																								
24					0.195	0.3432																		
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39	3.15	0	0	0.36	8.06	0.00	0.08	1.18	0.65	0.15	0.21	0.20	52.68	3.53	7.35	1074.20	2.93	16.0	0	0.0	0	0	1	2.1
40	2.2	1.8	1.1	1.25	2.2	3.5	1.5	0.5	1	1.5	0.42	0.24	7.62	47	100	8.2		463	0.1	91	55	363		
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